



City of Basehor Park Reservation Form

The Basehor City Park is located at 15940 Leavenworth Rd. Basehor, KS 66007, approximately a mile west of 155th Street. The park has a gazebo, pavilion, two large shelters, three separate children’s playground areas, and restroom facilities. All facilities are available at no charge from dawn to dusk. No alcohol is allowed at any time on City property. Questions or concerns about the facility can be addressed from 8:00 AM to 4:30 PM by calling Basehor City Hall (913) 724-1370 or visiting www.cityofbasehor.org. After hours issues can be directed to the Leavenworth Co. Dispatch (855) 301-8423.

Name: _____ Today’s Date: _____

Phone: _____ Address: _____

City, State, Zip: _____

Event Date: _____ Event Start Time: _____ End: _____

Approximate number of party guests _____

If you would like access to the water spigot, please check the box below:

A \$10 refundable deposit is required, and a key will be issued at City Hall.
If the key is not returned within 60 days, the deposit will not be returned and will be deposited
(The city of Basehor does not accept cash for deposits, checks only please).

Completed reservation forms can be emailed to cleggett@cityofbasehor.org.

Printed forms can be dropped off or put in the drop box at Basehor City Hall, 2620 N. 155th St. Basehor, KS 66007. They can also be mailed to the City of Basehor, P.O. Box 406 Basehor, KS 66007.

I hereby acknowledge that I have been provided with a copy of Chap. XXX, Article III, Public Property of the municipal code of the City of Basehor, regarding the use of public property and the rules and regulations for the park. I further agree to abide by these rules and regulations and agree to be responsible for any damages to the facility that may occur during the specified time listed above. Responsible Party, on behalf of themselves and anyone who will be using the park pursuant to the reservation (hereinafter referred to as “Releasers”), releases the City from any and all liability, claim or injury that arises out of Releasers’ use or use by anyone invited onto the park by Releasers, even if such liability, claim or injury allegedly resulted from the City’s, or any of its officers’ or employees’ negligence.

Name _____ Date _____
(Filling in the responsible party’s name acts as a digital signature)

Please check the box of the park facility you would like to reserve below:



The Gazebo is the smallest facility with 2 picnic tables and a handicap accessibility ramp.



This shelter is the closest facility to the volleyball pit and is near a large playground. It has 6 tables and a ground-level concrete pad.



The Pavilion has 2 picnic tables and a ground-level concrete pad making it easily accessible for all guests.



This shelter is the largest facility with 10 picnic tables and a large accessible playground.

Each facility has access to the restrooms and waste receptacles are provided. Additionally, electrical outlets, water spigots (*deposit required*), and large charcoal BBQ grills are available for each facility. Additional BBQ grills and picnic tables are available throughout the park. Please review the City of Basehor Park Rules and Regulations (*attached to this form*) carefully and contact Basehor City Hall with additional questions.

City of Basehor Park Rules and Regulations

Article III.

Sec. 30-56. – City laws extended to park.

The laws of the city shall extend to and cover all city parks.
(Code 1999, § 12-101)

Sec. 30-57. – Police Jurisdiction over parks.

The city shall have police regulations governing any public parks belonging to the city and the chief of police and law enforcement officers of the city shall have full power to enforce city laws governing city parks and shall maintain order therein.
(Code 1999, § 12-101)

Sec. 30-58. – Damaging park property.

It shall be unlawful for any person to willfully or wantonly remove, injure, tarnish, deface or destroy any building, walk, bench, tree or improvement or property of any kind belonging to any park owned by the city. (Code 1999, § 12-103)

Sec. 30-59. – Dangerous weapons not allowed.

Except as otherwise specifically provided in this section, it shall be unlawful for any person to discharge upon any park property any firearm or dangerous weapon, including, but not limited to, archery bows, crossbows, slingshots, BB guns, air guns, spring air guns, or any type of gun which uses any type of gas to propel a projectile. This section shall not apply to duly authorized law enforcement officers acting in their official capacity.
(Code 1999, § 12-104; Ord. No. 278, § 1, 7-17-1995)

Sec. 30-60. – Vehicle Registrations.

- (a) All motor vehicles operated within a city park shall be subject to all traffic ordinances and regulations of the city.
 - (b) It shall be unlawful to operate a motor vehicle in a city park except upon established streets, roads, drives and parking lots.
 - (c) It shall be unlawful for any person to park a motor vehicle in a city park except in an area designated for such purpose.
 - (d) The speed limit for all vehicles driven within the boundaries of any city park is ten (10) miles per hour unless a lower speed is required by an existing special hazard or risk.
- (Code 1999, § 12-105; Ord. No. 278, § 2, 7-17-1995)

Sec. 30-61. – Hunting.

It shall be unlawful for any person to pursue, catch, trap, maim, kill, shoot or take any wildlife, either bird or animal, in any manner at anytime while in any city park.
(Code 1999, § 12-106)

Sec. 30-62. – Fires.

It shall be unlawful for any person to build or kindle any fire in any city park except in the grills provided for that purpose by the city, and such fire must be extinguished by the person, persons or parties starting such fire immediately after use thereof.
(Code 1999, § 12-107)

Sec. 30-63. – Camping prohibited.

Overnight camping is hereby prohibited in city parks except by authorization of the city council.
(Code 1999, § 12-108; Ord. No. 278, § 3, 7-17-1995)

Sec. 30-64. – Sanitation.

All waste material, paper, trash, rubbish, tin cans, bottles, containers, garbage and refuse of any kind whatsoever shall be deposited in disposal containers provided for such purposes. No such waste or contaminating material shall be discarded otherwise. No sticks, stones, trash or other objects shall be thrown or discarded in or on any park lands, fountains, drinking fountains, sanitary facilities, or other improvements.

(Code 1999, § 12-109)

Sec. 30-65. – Alcoholic beverages prohibited.

It shall be unlawful for any person or persons to use, consume or have on the premises of any park or other city property within the city any alcoholic liquor or cereal malt beverage.

(Code 1999, § 12-110)

Sec. 30-66. – Preservation of natural state.

It shall be unlawful for any person; except duly authorized city employees, to take, injure, or disturb any live or dead tree, plant, shrub, or flower, or otherwise interfere with the natural state of city parks.

(Code 1999, § 12-111)

Sec. 30-67. – Posted rules and regulations.

The city may post such rules and regulations, as are approved by the city council, pertaining to the use of the city parks in a conspicuous place in each city park. Violations of these posted rules shall constitute a violation of this article.

(Code 1999, § 12-112)